

## Federal Pro Se Clinic

### Free Legal Information and Forms

The Clinic has prepared free guides and forms that are immediately available online at:

[www.publiccounsel.org/featured?id=0003](http://www.publiccounsel.org/featured?id=0003)

You may use our forms to prepare court documents, especially if you are on a deadline and unable to visit the Clinic.

Our guides also serve as a useful legal reference as you proceed with your case in federal court. Some of the Clinic's most popular forms and guides include:

- Preparing a Federal Case
- What to Do If I Have Been Sued
- How to Write a Complaint
- How to Write a Motion
- How to Oppose a Motion
- Blank pleading paper

## You Should Know ...

### What we do ...

- Provide legal advice on civil legal issues in the Central District of California.
- Help you to prepare court documents.
- Provide referral and resource information.

### What we do NOT do ...

- We do not give advice on:
  - criminal legal issues
  - appeals
  - habeas cases
  - state court cases
  - bankruptcy issues
- We do not provide representation in court, and do not represent you as your attorney.
- We do not give advice by telephone.



**Federal Pro Se Clinic**  
**U.S. Courthouse, Fifth Floor**  
**312 N. Spring Street, Room 525**  
**Los Angeles, CA 90012**

Open on Mondays, Wednesdays and Fridays  
9:30 a.m. to 12:00 noon AND  
2:00 p.m. to 4:00 p.m.

For Legal Information and Forms:  
[www.publiccounsel.org/featured?id=0003](http://www.publiccounsel.org/featured?id=0003)



## FEDERAL PRO SE CLINIC

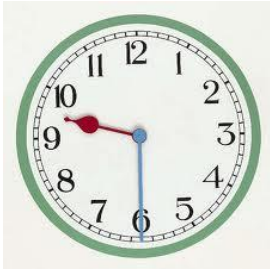
Free legal assistance for people representing themselves in the U.S. District Court for the Central District of California.

**Mondays, Wednesdays, & Fridays**  
**9:30 a.m. – 12 noon AND 2:00 p.m. – 4:00 p.m.**



**The Federal Pro Se Clinic is a project of**  
**Public Counsel, a non-profit public interest law firm.**

## Make the most of your visit. Plan ahead!



The Federal *Pro Se* Clinic is open on **Mondays, Wednesdays, and Fridays from 9:30 a.m. – 12 noon and from 2:00 p.m. – 4:00 p.m.**

Clinic staff will see visitors during open hours on a first come, first served basis. If you arrive early in the day, you have a better chance of being seen promptly. An early visit also gives our staff and volunteers more time to assess your needs and assist you with your legal issues.

### I am here for the first time. What should I do?

If you are new to the Clinic, you will need to **fill out an Intake Sheet** before you can be seen. Intake Sheets are available on our sign-in table. When you have filled it out, place it in the plastic tray marked "Completed Intake Sheets." A Clinic staff person will be with you shortly to review your information.

### Make the most of your time at the Clinic.

- Write a list of specific questions for the attorney and bring it with you.
- Bring the most recent court papers that were served on you or that you filed with the court.
- Bring all documents, contracts or paperwork that may be related to your case.
- Identify any deadlines and tell us about them first.
- Do some research at the law library about your case before your appointment.
- Look at our handouts and forms, which are available as free downloads on the Public Counsel website.

### Where can I park?

Parking in downtown Los Angeles is difficult and expensive. We strongly encourage you to take public transportation. If you bring your car, we suggest that you park in Chinatown, just northeast of Cesar Chavez Avenue. You should find \$5 all-day parking lots along Spring Street and North High Street.



### Where can I look at the documents filed in my case?

The court has a Records Department, located on the Main Street level in Room G-8. You can use the court's computer terminals to look up your case number and access the documents filed in your case.

If you need help using the court's computer system, please stop by the Clinic and we'll be happy to help.

### Where can I do research on my case?

The Los Angeles County Law Library is three blocks from the Clinic and has excellent resources available.

In addition, if you have an open case in federal court, with a case number, you can use the library located in the Roybal Building at 255 East Temple Street.

### Where can I go if I need to wait?

Food and drinks are available at the cafeteria on the Fourth floor, and a coffee bar is located on the Main Street Level.